

**CITY OF MEMPHIS
DIVISION OF HOUSING AND COMMUNITY DEVELOPMENT**



**HOME Tenant-Based
Rental Assistance
FY 2018**



**STRATEGIC COMMUNITY
INVESTMENT FUNDS**

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SECTION I

HOME-funded TENANT BASED RENTAL ASSISTANCE (TBRA) For HOMELESS AND SPECIAL NEEDS POPULATIONS

INTRODUCTION

The City's HOME-funded Tenant-Based Rental Assistance (TBRA) program provides rental assistance to populations of low-income individuals who are homeless persons with special needs. The program is part of the City's strategy to provide housing and supportive services to low-income members of homeless and special needs populations.

The program is funded with HOME entitlement funds awarded annually to the City by the U.S. Department of Housing and Urban Development. As such, all activities must comply with applicable HOME regulations, which are found in 24 CFR Part 92.

The City's HOME-funded Tenant-Based Rental Assistance (TBRA) is a tool that agencies can use to assist homeless persons with special needs populations obtain stable, safe, decent and affordable housing. Targeting members of the populations they already serve, agencies may use the funds to complement services they currently provide. With the knowledge that housing by itself is ineffective in improving disabling conditions of many homeless and very low income households, agencies may design a program that links existing services to the TBRA program. Through the required use of individual housing service plans, agencies can help link rental assistance to supportive services that help program participants cope with their disabilities and improve their economic circumstances.

The TBRA program is suitable for individuals and households who are unable to secure permanent housing because of their low income and related disabling condition or homelessness. A disabling condition is "a diagnosable substance use disorder, serious mental illness, developmental disability or chronic physical illness or disability, including the co-occurrence of two or more of these conditions. Additionally, a disabling condition may limit an individual's ability to work or perform one or more activities of daily living and may be of such nature that the condition could be improved by more suitable housing conditions."

The TBRA program is suitable only for individuals with income since each participant is required to pay a portion of their rent and utilities.

Memphis' HOME-funded TBRA program relies on non-profit agencies selected through this SCIF application process to administer the program. Each agency designs their TBRA program to assist eligible members of the homeless with special needs population they serve on a daily basis. Each must demonstrate their experience with the population they propose to help and develop a program within the guidelines provided by the City for the TBRA program. This includes estimating the number and size of the households they propose to serve for two years as well as describing the services that will be provided to ensure the participant's stability in housing. Once approved by the City, the agencies act as program administrators identifying eligible program participants and helping them lease housing. The agency determines the eligibility of each applicant for assistance,

assesses their housing service needs and helps them draw up individual housing service plans while continuing to provide on-going services required to maintain their housing stability and improve their economic condition. While the City inspects proposed housing units for compliance with Housing Quality Standards, the agency administers most other aspects of the rental assistance program including helping tenants enter into leases, paying deposits and the eligible portion of monthly rent and utility costs (which will be reimbursed to the agency by the City). Additionally, the agency ensures the program participants pay their portion of the rent and utilities and comply with their housing service plan. Each agency will help program participants maintain suitable housing to improve the effects of their disabling condition and to prevent their homelessness.

HOME TBRA REQUIREMENTS

This TBRA Program is funded with HOME funds from the U.S. Department of Housing and Urban Development (HUD) to provide decent affordable housing to lower income households. The program must comply with applicable HOME regulations, which are found in 24 CFR 92. The HUD requirements include the following.

- TBRA may be provided only to individuals / households whose incomes are equal to or less than 60% of the median income in the Memphis Standard Metropolitan Statistical Area. (See HUD's current income guidelines in the Agency Profile.)
- TBRA may be provided only to residents of Memphis who are members of the homeless with special needs population as defined below.
- Rents must be reasonable and cannot exceed the current HUD Fair Market Rents for Memphis (See HUD's current Fair Market Rents Guidelines in the Agency Profile.)
- Tenants are required to pay a share of their rent and utilities. Consequently, tenants with no income are not suitable for the TBRA program.
- The program will pay the difference between 30% of the program participant's monthly adjusted income (tenant's share of the rent) and the monthly rent which cannot exceed HUD's Fair Market Rent (FMR).
- TBRA rental assistance contracts with individuals / households cannot be for less than one (1) year and may not exceed two (2) years. However, contracts can be renewed at the end of the one or two year contract pending the availability of HOME funds and the on-going need of the participant.
- TBRA is not appropriate for short term housing.
- Assisted units must meet Housing Quality Standards and will be inspected before a lease can be signed and annually thereafter to ensure continued compliance.
- TBRA assistance is not project based. TBRA allows the tenant to choose the unit and the assistance can move with the tenant as long as any new unit complies with HQS, rent standards, and other requirements.

PROGRAM DESIGN

The City's HOME TBRA program is similar to the Section 8 Housing Program in that it requires participant eligibility determinations, unit compliance with Housing Quality Standards, and payment of rents which cannot exceed HUD's Fair Market Rent. However, the housing program is administered by the Program Sponsor (Applicant Agency) working with the City's Division of Housing and Community Development (HCD) to enter into contract, and inspect the proposed

housing units. The Program Sponsor will be responsible for determining the eligibility of program participant, assisting them in finding appropriate housing and signing contracts / leases and paying the appropriate portion of the monthly rent to the landlord.

After being approved for TBRA assistance, the agency will enter into a contract with the City for funds to serve a specific number of households over a TWO year period. That number will be **no fewer than 10 households**. A workshop and individual training sessions will be available to program sponsors to familiarize them with the City's policies and procedures and help them begin administration of their TBRA program

The sponsor agency is responsible for identifying eligible program participants, developing a housing service plan and helping locate an appropriate housing unit for eligible participants. The City (HCD) will inspect the housing units before the sponsor agency determines rent reasonableness, enters into contractual agreements with tenants and landlords, and makes monthly rental assistance payments. The sponsoring agencies may receive monthly advances to ensure timely payment of rent. Additionally, the sponsoring agencies will ensure that the program participants receive appropriate services (as described in the TBRA application) during the term of their TBRA-funded housing. The sponsoring agencies and the City will work collaboratively to operate the program.

Costs of operating the program will be provided by the City under a separate contract. The City will provide a lump sum amount based on the chart below. **These funds may be used only to pay the salaries of a primary housing case manager as well as mileage and communications costs for that position.**

Estimated Operating Cost Awards

Number of Households to be Served	Lump Sum Operating Cost
10	\$60,000
11	\$60,000
12	\$60,000
13	\$60,000
14	\$60,000
15	\$60,000
16 +	25% of Total Award

APPLICATION CRITERIA

Applications for HOME TBRA Vouchers must meet a number of criteria. These are explained in greater detail in the following pages of this application.

1. The application can request funds for **no fewer than 10** households to be provided rental assistance over a TWO year period. The estimated cost will be based on the number of households to be served, the size of those households (and the corresponding size of

housing units they require) and the fair market rents for those units. (If an agency serves primarily large households with rents significantly higher than the average rental cost, show this on page 15.)

2. The application should address one of the priority populations described below.
3. The application must describe the priority population's characteristics and needs including the need for rental assistance and housing as well their income level.
4. The application must describe the agency's experience serving the priority population.
5. The application must describe how the applicant will assist program participants obtain and maintain stability in housing.
6. The application must include a description of services currently provided to the population in addition to those to be provided during the rental assistance period. The services may be provided by the applicant or by another entity with which the applicant has a Memorandum of Understanding.
7. The application must also describe how the applicant will assist program participants obtain mainstream services for which they are eligible. Mainstream health and social services programs include TANF, Medicaid (TennCare), SCHIP, SSI, Food Stamps, Workforce Investment Act, and Veterans Health Care Programs.
8. The application must describe steps the applicant will take to encourage program participants to move to permanent independent housing at the end of the rental assistance period.
9. Application must include the program implementation schedule beginning July 1, 2017.
10. The application must also include the Strategic Community Investment Funds Agency Profile in order to be eligible for review.

**“READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE PREPARING
YOUR APPLICATION.”**

PRIORITY POPULATIONS

Applications should address goals and objectives for homeless with special needs populations listed in the City's Fiscal Three-Year Strategy for serving the homeless with special needs populations. See **Appendix A** for this information.

The following populations will be given priority for tenant based rental assistance funding.*

- Homeless individuals living in an emergency shelter or who would be living on the street or in an emergency shelter without HUD's homelessness assistance who cannot maintain permanent housing due to low income and circumstances that made them homeless
- Households at imminent risk of homelessness through eviction or foreclosure because of their inability to make required payments
- Mentally ill individuals or households headed by a mentally ill person who are unable to maintain stable housing due to low income and the effects of the illness
- Developmentally disabled individuals who are unable to maintain residential stability due to low income and the effects of their disability
- Physically disabled individuals who are unable to maintain stability in housing due to low income and the effects of their disability
- Graduates of alcohol and drug treatment recovery programs (including families as well as individuals unaccompanied by children) who require assistance in paying rent in decent, safe and affordable housing to support and maintain their sobriety
- Homeless families including families who have children over the age of 11 years old, larger families, families with male primary caregivers, and two-parent families while the applicant agency provides supportive services to help them transition them out of homelessness
- Victims of domestic violence moving from a transitional housing program to housing independent of the abuser
- Elderly individuals or households headed by an elderly person who are at risk of homelessness due to low income and health problems.

***Agencies serving persons with HIV/AIDS should seek HOPWA funding for TBRA assistance.**

ELIGIBLE COSTS

HOME TBRA is rental subsidy that can be used to help individual households afford housing costs which include

- Rent
- Utility costs (limited to eligible allowances for the unit size and service available)
- Security deposits; and
- Utility deposits

INELIGIBLE COSTS

HOME TBRA cannot be used for the following costs:

- Paying administrative or operating costs of applicant agencies
- Paying project based rental assistance - - agencies cannot make commitments to property owners since tenants must be free to select their own unit
- Paying application fees to apartment landlords
- Making payments to assist resident owners of cooperative housing that qualifies as home ownership housing
- Making payments to prevent displacement or provide relocation assistance to tenants as a result of activities of the HOME program
- Providing TBRA to homeless persons for overnight, temporary or emergency shelter.
- Providing adequate subsidy to enable program participants to rent a transitional or permanent housing unit that meets HQS for a minimum of one year and a maximum of two years.
- Making payments in combination with other rental assistance programs that already reduce the tenant's rent payment to 30 percent of income.

ELIGIBLE PROGRAM PARTICIPANTS

Definition of household

All households and individuals assisted through the HOME TBRA program must have incomes not exceeding 60 percent of the median income for the Memphis Metropolitan Statistical Area as adjusted for household size. These income guidelines are provided in the SCIF General Application packet on page 32

Additionally, all households and individuals must be homeless with a member of a special needs population. For the purposes of this program, these populations include the following: persons with a disability, which may be mental, emotional, physical or developmental; the elderly and victims of domestic violence. (Persons with HIV/AIDS are served through HOPWA-funded TBRA programs.) Members of homeless and special needs populations must meet at least one of the following definitions.

HOMELESS OR AT IMMINENT RISK OF HOMELESSNESS

A homeless person is someone who is living on the street or in an emergency shelter, or who would be living on the street or in an emergency shelter without HUD's homelessness assistance. An individual who resides in one of the places described below:

A homeless family with children includes a family composed of the following types of homeless persons: at least one adult parent or guardian and one child under the age of 18, a pregnant woman,

or an adult in the process of securing legal custody of a person under the age of 18. Guidelines for determining homelessness are found in Appendix C.

To be considered at imminent risk of homelessness, the following conditions must be met:

- Eviction, foreclosure, or utility termination is imminent
- The household has an inability to make the required payments due to a sudden reduction in income
- The assistance is necessary to avoid eviction or termination of services and
- There is a reasonable prospect that the family will be able to resume payments within a reasonable period of time.

PERSON WITH A DISABLING CONDITION

A disabling condition is “a diagnosable substance use disorder, serious mental illness, developmental disability or chronic physical illness or disability, including the co-occurrence of two or more of these conditions.” Additionally, a disabling condition may limit an individual’s ability to work or perform one or more activities of daily living.

A person shall be considered to have a disability if the person is determined to:

- a) have a physical, mental or emotional impairment that is
 - expected to be of long-continued and indefinite duration;
 - substantially impedes his or her ability to live independently; and
 - is of such a nature that such disability could be improved by more suitable housing conditions; or
- b) have a developmental disability, as defined in section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001-6007).

VICTIM OF DOMESTIC VIOLENCE

A victim of domestic violence is an individual or adult with children who is homeless because of battering by an intimate partner. Documentation from law enforcement, case manager or other dependable source is required.

ELDERLY

An elderly person is 62 years of age or older. A household will be considered elderly if the head of the household is 62 years of age or older. Reliable documentation of age must be provided.

PERSON with AIDS

A person who is diagnosed with acquired immunodeficiency (AIDS) syndrome or related diseases and the person’s family. Documentation of the person’s diagnosis of AIDS must be submitted and be from a reliable source. **(Persons with HIV/AIDS are served through the HOPWA Grant.)**

OTHER REQUIREMENTS AND INFORMATION

Following approval of the TBRA application, the applicant becomes known as the Project Sponsor. The following describes responsibilities of the Project Sponsor for the TBRA program.

1. Funds equal to 25 percent of the total TBRA award (but not less than \$60,000) will be provided to the Project Sponsor for the HOME TBRA program for operating costs. Funds may only be used to pay the costs of the salary of a primary housing case manager and their transportation and communication costs.
2. Program sponsors will be required to provide documentation of eligibility for program participants to the City.
3. Agencies awarded TBRA funding will be required to maintain liability insurance in the amount of \$1 million, listing the City as the additional insured.
4. Program sponsors must ensure program applicants /participants are not subjected to discrimination on the grounds of race, color, national origin, religion, sex, age, disability or familial status.
5. Program sponsors must develop a formal tenant selection process that assures the creation of a chronological waiting list made up of eligible clients. Clients must be served on a first come, first serve basis.
6. Program sponsors must develop, in conjunction with the City, formal policies and procedures for the TBRA program including a termination policy.
7. Program sponsors must ensure that an individual housing plan is developed for each program participant that includes provision of services commensurate with the need of the program participant.
8. During the term of TBRA assistance, program participants must be able to live independently or have verifiable, on-going assistance that ensures their independence.
9. Program sponsors must comply with confidentiality requirements pertaining to records, housing sites and services provided to victims of domestic abuse.
10. Program sponsors whose TBRA program serves homeless persons or persons at imminent risk of homelessness must be members of the Greater Memphis Interagency Coalition for the Homeless and to agree to provide data to Partners for the Homeless Management Information System (HMIS).

SECTION II

APPLICATION REVIEW AND SELECTION PROCESS

THRESHOLD REQUIREMENTS

“NO APPLICATION FOR TBRA FUNDING WILL BE ACCEPTED WITHOUT THE SCIF AGENCY PROFILE.”

All proposals submitted by the deadline will be reviewed by Homeless and Special Needs Department staff for technical completeness and adherence to the format required in SCIF Exhibits I, II (A), and III (A) and in this TBRA Program Application Packet. The City may request information to correct technical deficiencies. However, if such information is not submitted within the time provided by the City, the application will be rejected. The applicant will be informed of the rejection by letter. Applications submitted after the deadline will also be rejected.

Technically complete applications will be reviewed by City staff to determine applicant and project eligibility.

1. Applicant eligibility - Applicant eligibility is determined based to a large extent on the SCIF Agency Profile. Staff will review Exhibits I, II (A) and III (A) along with required documents listed in the Matrix of Required Documents found in Exhibit I of the SCIF Agency Profile Application to determine if the agency is eligible to participate in the TBRA Program. If the City determines these standards are not met, the project will be rejected and the applicant agency notified by letter. If the applicant is found to be eligible, the application will be reviewed for project eligibility.
2. Project eligibility - Staff will review the TBRA proposals to determine if the proposed populations and proposed program meet TBRA requirements. This includes ensuring only eligible activities and clients will be served and the application requests funding for at least 10 households. If any of the activities or participants are not eligible, the application will be rejected and the applicant agency notified by letter. If all the activities and the populations to be served are found to be eligible, the application will be submitted to the review committee for consideration.

APPLICATION REVIEW AND SELECTION PROCESS

1. The City will appoint a Review Committee to review and rank eligible applications and to recommend projects for approval. The committee will include persons not employed by the City to obtain certain expertise and knowledge. These individuals may include representatives from other funding sources within Memphis and from programs that work with agencies that serve the homeless and special needs populations. The City will not appoint individuals that have assisted or plan to assist applicants with preparing applications for these funds. Nor will it appoint individuals that are employed by agencies that submitted an application for FY 2018 TBRA funding.

Committee members will review eligible applications and will decide whether to require on-site visits to agencies or agency presentations to the Committee. The City will make available to

committee members all City-funded grants and monitoring information related to grants previously awarded to the applicants.

RATING AND RANKING

Committee members will rate and rank all eligible applications. The points awarded for the rating factors total 100. The factors for rating and ranking applicants are listed below and in **Appendix D**. Each applicant should carefully read the factors for rating and ranking applications described below.

Project summary Up to 5 points will be awarded based on the extent to which the summary provides a brief overview of the TBRA project. This will include the applicant's name, population to be served, number of households to be served, their income, and services to be provided

Population to be served Up to 25 points will be awarded for the description of the population to be served by the TBRA program (low-income and homeless, at imminent risk of homelessness, as disabled individuals, victims of domestic violence, or elderly). The description should indicate the characteristics of the population and document their need for housing and supportive services. Additionally, the application should indicate where the clients will come from and any outreach proposed to bring them into the program.

Housing where participants will reside Up to 10 points will be awarded for the description of the assistance the applicant will provide to the client in finding housing that will be provided through the TBRA program. This will include how the housing will be identified and selected, and how it will fit the needs of the population. The application should also describe the role of community amenities and services in the selection of the housing and the steps the project sponsor will take to ensure that housing is accessible to persons with disabilities in compliance with applicable Federal laws (Section 504).

Supportive services Up to 20 points will be awarded for the description of the supportive services / case management that the project participants will receive. The application should indicate how the type (case management, job training, mental health services) and scale (the frequency and duration) of the services will fit the needs of the participants. It will also describe who will provide the services, where the services will be provided and transportation available to ensure the participants are able to access services. The details of the plan should also show how the agency will ensure participants are linked to mainstream resources.

Self-sufficiency Up to 10 points will be awarded for the description of how the agency will assist participants to maximize their ability to live independently and to move toward permanent housing by the end of the period of rental assistance.

Experience and capacity of applicant / project sponsor Up to 25 points will be awarded for the description of the experience / capacity of the organization applying for TBRA funding and any other agencies that will provide services to the participants during the rental assistance period. The description should demonstrate that the agency and collaborating organizations have

the organizational infrastructure as well as appropriate experience and credentials to effectively implement the TBRA project and provide the supportive services or sponsorship described.

Anticipated implementation schedule Up to 5 points will be awarded for the description of the implementation process and schedule provided. Please note the City's schedule allows up to six months start up time for each project. TBRA assistance is limited to two years which must end no later than June 30, 2020.

The Review Committee will rate each application using the Scoring Sheet and will come to a consensus as to the rating of each. The applications will then be ranked from highest to lowest using the ratings. Rental assistance will be awarded based on the ratings. The City reserves the right to limit funding awarded to each agency.

The Director of the Division of Housing and Community Development will review and approve Committee recommendations.

FUNDING AWARD AND PROJECT IMPLEMENTATION PROCESS

As soon as awards are approved, the City will contact agencies by letter to announce the awards and to begin negotiation of the award agreements. If agency awards are less than original requests, the agency will be asked to revise the scope of services and timetable for the project. The City will make its best efforts to complete all required reviews and award documents so that contract can be effective July 1, 2017 and rental assistance can be available beginning by at least October 1, 2017.

PROJECT COMPLETION AND EXPENDITURE OF FUNDS

HOME funded TBRA awarded through this process must be used and HOME funds spent by June 30, 2020. Consequently, agencies should identify program participants and sign leases / contracts before October 1, 2017. Applicants can expect a lapse of three months from the time they request inspection of a unit by the City until the client is housed.

CITY CONTACTS TO ANSWER QUESTIONS

Inquiries regarding the TBRA programs should be directed to Rose James or Patricia Tucker-Ellis at (901) 576-7310. The TDD/TTY number is (901) 576-7422.

SECTION III

HOME Tenant Based Rental Assistance Application Project Information

Agency / Project Sponsor	
EIN Number	
Agency Address	
City / State / Zip Code	
Agency Director	
Telephone Number	
FAX Number	
Contact Person	
E-mail Address	
Population to be Served	

1. Provide a brief overview of the TBRA project which includes the name of the applicant / project sponsor, the number of households to be served, the priority population to be served, the amount of funds requested for rental assistance and a brief description of the operation of the proposed program.
2. Describe the priority population to be served by the proposed TBRA Program including:
 - a) characteristics of the population and their need for rental assistance and services (this must include information to demonstrate population is low-income, homeless and/or special needs)
 - b) estimated average annual income level of clients (remember, they must pay 30% of their adjusted income for rent)
 - c) clients' need for case management, supportive services, and related assistance
 - d) where the clients will come from
 - e) any outreach proposed for the program

3. Describe the assistance you will provide clients in selecting the housing where they will reside. This should include:
 - a) guidance in selecting type of housing where participants will reside (apartments, single family, etc.)
 - b) how the housing will be identified and selected
 - c) how it will fit the needs of the population
 - d) the role of community amenities and services in the selection of the housing
 - e) steps agency will take to ensure that accessible housing is made available to participants that require such accommodations
4. Describe the supportive services / case management your agency will provide to participants in the TBRA program.
 - a) What type of services will be provided? How will the type of services and the scale (the frequency and duration of services and contact) fit the needs of the participants?
 - b) Where will the services be provided and what transportation will be available to ensure participants can access the services?
 - c) If households with children are served, what services will be provided specifically for the children?
 - d) How will your agency ensure that the participants receive assistance in identifying and applying for mainstream benefits for which they are eligible? (i.e., food stamps, TANF, Medicaid (TennCare), SSI, and Veterans Health Services.)
 - e) How will your agency assure the participant's access to necessary and appropriate services during the period of rental assistance? (This includes but is not limited to mental health care, sobriety counseling, assistance for the physically disabled, and such.)
 - f) How will the services be funded? (An award of CDBG funds will be provided to pay the salary of a housing case manager, and associated travel and communication costs.)
5. Describe how the TBRA assistance and complementary services will help participants become more self-sufficient and live more independently. Indicate steps that will be taken to help participants' access to permanent housing by the end of the contract period.
6. If other agencies will be involved in providing services to program participants, describe your plan for coordinating this project with the other agencies that will serve the program participants. Include a Memorandum of Agreement between your agency and other service providers, if applicable.
7. Provide an implementation schedule for the TBRA project. Assume a three-month period between initial determination of eligibility of the client and the client being housed. Funding will provide a lump sum for program delivery and rental assistance for each program participant during the 3 year term of the contract. Program participants shall be limited to two years of rental assistance under this contract.

8. Complete the following charts to indicate the number and size of households you expect to serve and the estimated cost. The maximum number of households to be funded with FY 2018 funds will be between 45 and 50 households. No agency should request more than one third of that amount. Assume that each household will be housed for TWO years.

Unit Size	A Number of Units	B HUD Fair Market Rent	C Number of Months	D Total Rent Per Unit Size
0 Bedrooms		\$602	24	\$
1 Bedroom		\$700	24	\$
2 Bedrooms		\$827	24	\$
3 Bedrooms		\$1,128	24	\$
4 Bedrooms		\$1,309	24	\$
Total Request				\$

9. Describe any barriers to the implementing the program you anticipate.

APPENDIX A

CITY OF MEMPHIS / CONSOLIDATED PLAN FOR HOUSING AND COMMUNITY DEVELOPMENT

Executive Summary

ES-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

Introduction

The City of Memphis' Consolidated Plan is a reflection of the city's efforts to collaborate and coordinate the planning for the use of federal entitlement grant funds and to meet the requirements of the U.S. Department of Housing and Urban Development (HUD). The opportunities for receiving input from other local government, community organizations, non-profits and private/business sectors entities are numerous and on-going. As the lead agency responsible for managing the development of the plan, the City of Memphis Division of Housing and Community Development (HCD) administers primarily housing and community development programs and activities. It is through the skills and abilities of other divisions of local government, non-profit agencies, private organizations and developers that many housing programs, homeless programs, public services, and economic development initiatives are provided. HCD's relationship with the Memphis Housing Authority (MHA) has strengthened the City's ability to combine its forces in meeting the housing needs of low and moderate-income citizens.

Throughout FY2017-FY2019, attention will continue to be focused on strategies for neighborhood revitalization in the inner-city. These include planning, identification of new incentives for redevelopment, smart growth, and collaboration.

The primary goal of Memphis' Consolidated Plan is to foster the development of viable urban neighborhoods which include decent housing for everyone, a suitable living environment, and expanded economic opportunities, especially for low and moderate income citizens. Four major groups of activities address this goal:

- Housing
- Homelessness
- Special Needs Populations
- Neighborhood, Community and Economic Development

The Consolidated Plan combines into a single submission a Federal grant application for Community Development Block Grant (CDBG), HOME, Housing Opportunities for Persons with AIDS (HOPWA) and Emergency Solutions Grant (ESG) Programs.

This Consolidated Plan document is comprised of this Executive Summary, the 2017-2019 Three-Year Strategy, and the 2017 Annual Action Plan. It presents a Three-Year

Strategy that describes how current and future funds will be used to address housing and community needs over the next three years. The Annual Action Plan for July 1, 2017 – June 30, 2019, identifies projects that will be or are currently being implemented and describes the use of Federal, State and local housing resources. In the pages to follow, you will find a summary of our current and future plans, priorities, programs, activities and the organizational structure, which will support the plan.

2. Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview

The goals, objectives, and outcomes can be found under the Strategic Plan section of the plan under goals and priority needs and in section AP-20 - Annual Goals and Objectives.

3. Evaluation of past performance

HCD has performed well in all four of the entitlement programs. Since its creation as City Division, HCD has undertaken a number of affordable housing, public improvements, economic development, section 108 loan guaranty, public services, public facilities, acquisition, interim assistance, demolition, lead hazard reduction, Brownfields, and administration and planning activities using entitlement funding provided through the U.S. Department of Housing and Urban Development.

Under affordable housing, HCD provided down payment assistance to twelve low and moderate income families through HCD. Community Housing Development Organizations (CHDOs) contributed to meeting housing needs through the construction of six rental housing units, the rehabilitation of five rental housing units, and acquisition of three rental housing units. New construction of four rental units was underway at the end of FY2015. The Housing Rehabilitation, Volunteer, and Minor Home repair programs provided assistance to homeowners to preserve and prevent the loss of their properties. A combined total of 56 low- income households were assisted through these programs. Phase III of the Cleaborn Pointe at Heritage Landing HOPE VI project was completed in FY2015, adding 105 units of affordable rental housing. Phase IV of the project, which includes 67 units, was under construction in FY15 and will be completed in FY16.

Under the homeless category, HCD provided Emergency Solutions funding to nine agencies to serve a total of 1970 people. 813 persons were assisted through the HESG Shelter Category, 227 assisted through the HESG Homeless Prevention Category, 241 assisted through street outreach, and 689 assisted through the HESG Rapid Re-Housing Category. CDBG funds were also used for activities that provided services to homeless persons and families, including case management, housing assistance, and other support services. 13,230 persons were assisted through these programs.

In the non-homeless special needs category, 1031 persons were assisted through programs funded with CDBG funds. HOPWA funds were used to provide assistance to

899 persons including 367 persons that were served through short-term rent, mortgage, and utility assistance to prevent homelessness, 94 persons provided tenant-based rental assistance, 17 persons provided permanent housing units, and 60 persons provided with transitional short term housing. Under non-housing community development, CDBG funds were used to rehab a commercial strip center in Frayser that will provide retail/commercial space to be leased to businesses as well as public service activities that benefited 2053 people. Funds were also expended for the Mid-South Food Bank to provide food to 146 agencies and planning activities including neighborhoods plans and a lending study. City funds were used to create or retain 299 jobs and provided 33 loans to small businesses totaling \$ 8,107,820.00.

4. Summary of citizen participation process and consultation process

The Division of Housing and Community Development (HCD) seeks input on housing and community development needs and programs from a wide variety of social service/advocacy groups, public agencies, and citizens. To facilitate this process, HCD identifies and meets on an ongoing basis with stakeholders, which represent organizations and individuals served by our programs. HCD communicates with stakeholders to provide HCD with information on current issues, needs, priorities and long and short term recommendations on resource allocation and inter-agency coordination. HCD also has a website for its Consolidated Plan and posts information about the planning process, draft documents, and presentations on the City's web-site as well as the public hearing notices.

In meeting with citizens and planning session groups about the Consolidated Plan, HCD provides information on:

- The amount of funding to be received from federal sources
- The types of activities that may be undertaken under various grant programs
- Amount of funding that will benefit low- and very low-income persons
- Plans to minimize displacement of persons or assist those who are displaced

In addition, HCD makes every effort to provide technical assistance to organizations representing low and very low-income populations in developing proposals for funding under any of the programs described in the Consolidated Plan. HCD provides, as required by the Consolidated Plan rules, access to records and reports relating to the plan and to the use of federal funds for the preceding five years.

HCD holds two (2) public hearings: At the first hearing, prior year performance, the Consolidated Planning process, and citizen participation process are presented. The

second hearing presents the proposed draft Consolidated Plan and solicits citizen/planning session attendants' comments on the proposed plan. This year, the first public hearing was held January 28, 2016. The second hearing is scheduled for April 7, 2016 and will begin the thirty day comment period on the draft Consolidated Plan Three-Year Strategic Plan and Annual Action Plan.

Public hearings are held at times and locations convenient to potential beneficiaries and accommodations will be made for those with disabilities. All public hearings are publicized at least ten days in advance in the local newspaper of general daily circulation. Information about public hearings was also shared with a local organization whose mission is connecting, collaborating, and advocating for Memphis growing Latino community in the interest of increasing participation in the Consolidated Planning process.

Copies of the draft Consolidated Plan are available for review and comment for a period not less than 30 days before final submission to HUD. HCD advertises that copies of the draft plan are posted on the HCD website and provides the website address, and that they are available for review at the offices of HCD and the main branch of the public library.

Public notices are also published regarding availability of the Consolidated Annual Performance and Evaluation Reports and amendments to the plan.

5. Summary of public comments

HCD held a public hearing on January 28, 2016 to present the FY2015 CAPER and to introduce the planning process for the FY2017-FY2019 Consolidated Plan Three-Year Strategic Plan and Annual Action Plan. Comments from this public hearing are summarized below:

- Questions regarding how to apply for funding for projects. Staff responded with information on the competitive grant process.
- Comment about the need for financial literacy and financial management skills trainings. Need was acknowledged by staff.
- General comments regarding the need for funding comprehensive redevelopment efforts within the inner-city. Staff acknowledged this need and provided information regarding currently funded neighborhood revitalization projects and the impact that having limited resources impacts what is able to be accomplished at one time. Staff committed to share maps of the locations of past investments and planned investments.

6. Summary of comments or views not accepted and the reasons for not accepting them

There were no comments or views that were not accepted.

The Process

PR-05 Lead & Responsible Agencies 24 CFR 91.200(b)

1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/ Agency
Lead Agency	Memphis	
CDBG Administrator		City of Memphis Housing and Community Development
HOPWA Administrator		City of Memphis Housing and Community Development
HOME Administrator		City of Memphis Housing and Community Development
ESG Administrator		City of Memphis Housing and Community Development
HOPWA- C Administrator		

Table 1- Responsible Agencies

Consolidated Plan Public Contact Information

City of Memphis, Division of Housing and Community Development
 Attn: Planning Department
 701 North Main
 Memphis, TN 38107

Strategic Plan

SP-05 Overview

Strategic Plan Overview

The FY 2017 – 2019 Strategic Plan section of Memphis' Consolidated Plan covers three fiscal years and brings together needs, priorities, objectives and strategies that have been crafted to provide decent housing, a suitable living environment and expanded economic opportunities for low-moderate-income residents. The City of Memphis, through its organizational unit, the Division of Housing and Community Development ("HCD") will use the Consolidated Plan's Three-Year Strategic Plan and each respective Annual Plan, as guides for program and project development and the use of federal entitlements. In each successive Annual Plan after FY 2017, HCD will use the Consolidated Plan's 2017-2019 Three-Year Strategy as a foundation upon which the City can adjust its strategies and add or omit projects/programs to better respond to the housing, neighborhood and homeless needs of the low-moderate income population.

HCD's response to public services and facility needs, especially for populations with special needs, is primarily accomplished through a request for proposal process known as the Community Service Grant application process. The overall competitive process for grant awards is coordinated through the Strategic Community Investment Fund (SCIF). The City's ability to address the many community service needs is limited by a 15% cap placed on the use of CDBG funds for public services. Funding consideration will be given to those projects that propose to improve the quality of life of low and moderate-income citizens through the provision of social services by nonprofit agencies. These citizens include youth, the homeless and special needs populations that include persons with HIV/AIDS, a mental illness, the elderly, chronic substance abusers, persons with developmental and/or physical disabilities, and victims of domestic violence.

The City prioritizes redevelopment and neighborhood revitalization as strategic solutions to combating crime, disinvestment, commercial and residential population declines and overall blight. It is anticipated that neighborhood redevelopment and targeting neighborhoods for physical, social, and economic redevelopment will help to revitalize neighborhoods. There are a number of new strategies and tools for combating blight, including a new land bank authority, Blight Authority of Memphis, Inc. and Neighborhood Preservation, Inc., a receiver of problem properties having long-term challenges that have created obstacles to redevelopment. The City has a new emphasis on planning and will develop neighborhood vision plans in coordination with area CDCs and organizations, which will help align HCD's investment priorities with the neighborhood goals.

The Memphis and Shelby County Homeless Consortium develops the assessment of homeless needs. This process helps in developing the homeless priority needs, objectives and strategies. Projects proposed for ESG funding are determined through the competitive grant application process that reviews requests for funding from agencies and service providers who provide shelter and implement services that meet the needs of homeless persons.

The housing study, undertaken as part of the development of the Consolidated Plan, provides data related to the housing market and needs assessment. This information, along with consultation from stakeholders helped define the priority needs, goals, and objectives for housing.

SP-60 Homelessness Strategy – 91.215(d)

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

We have operated a central intake and assessment for all families facing homelessness since 2009. It includes a 24/7 phone-based screening, as well as face-to-face intake and assessment during the business day. We have a coordinated entry for single individuals that include the Vulnerability Index & Service Prioritization Decision Assistance Tool (VI-SPDAT 2.0) and a second-level assessment, the Full-SPDAT. The Hospitality Hub and the H.O.P.E. organizations provide the initial vulnerability screenings using the VI and 9 specially trained outreach workers complete the second-level assessment for those whose score indicates the need for permanent supportive housing. Priority access to permanent supportive housing resources offered by local CoC agencies is given based on the level of vulnerability. Additionally, there are 8 full time outreach professionals. Six are employed by Case Management Inc. through the PATH program. Two other non-profits, HOPE and Outreach Housing and Community, also specialize in street outreach and engagement.

Addressing the emergency and transitional housing needs of homeless persons

While the number of emergency shelter and transitional housing units has grown each year, the availability of free emergency shelter that meets basic standards of care remain a concern for our community. From the Continuum of Care standpoint, Memphis far exceeds the targets for exits to permanent housing. Therefore, our primary goal is to sustain this success by continued training of local providers and by ensuring funding for rapid rehousing continues. In the 2015 CoC Application, one of our CoC grantees converted their transitional housing grant to a new Rapid Rehousing program. Our Action Plan to End Homelessness calls for sustained investment in rapid rehousing and increased permanent housing capacity.

The Memphis VA Medical Center has adopted a plan to end Veteran homelessness within 5 years, which was incorporated into our local Action Plan to End Homelessness. We have a very close collaborative relationship with the VA staff. The VA Medical Director serves on the Mayors' Committee to End Homelessness; they chair the veterans subcommittee, and actively participate in street outreach, Coordinated Entry, and Project Homeless Connect. We coordinate our strategies and funding priorities to align with our mutual goal to end veteran homelessness and to reflect current capacity/gaps assessments. Many of the veteran service organizations that are funded

by the VA are also funded by the CoC or ESG programs, and are therefore subject to the same performance management process. This includes Alpha Omega Veterans Services, CAAP, Catholic Charities, and Barron Heights.

For unaccompanied youth, the two primary providers are Porter Leath and Youth Villages. In the development of the Action Plan to End Homelessness, we convened a focus group of staff from these two programs as well as Department of Childrens Services and developed recommendations on how to improve resources. We have received status reports from both program liaisons who indicated that there has been no significant change in the demand for services. Youth Villages has received a significant private grant to greatly expand resources for youth aging out of foster care and we expect this will have a strong preventive impact on our population of homeless young adults. Also, we have received a grant from the US Department of Health and Human Services to establish 60 units of permanent supportive housing for child welfare involved families. We expect some of these families to be mothers aging out of foster care with their own children. This project is in direct response to goals of the CoC and Action Plan to End Homelessness.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

Pursuant to our Action Plan to End Homelessness, we will reallocate 50% of our transitional housing programs to increase the permanent housing capacity in the community. The Continuum of Care has committed to implementing this by a performance-based process so that the lowest performing programs are reallocated. We have also recently entered into a partnership with the Memphis Housing Authority to create a priority for homeless individuals in the Housing Choice Voucher program and by seeking changes to the housing authority's annual plan that will enhance our permanent housing resources dedicated to addressing homelessness.

Our employment committee continues to seek ideas and strategies to increase employment among our participants. In our gaps analysis, it was the highest scoring item. We will seek to expand our partnership with the local workforce investment network to include grant-funded activities such as transitional jobs. Our homeless union, H.O.P.E. is launching a social entrepreneurship program to make t-shirts and promotional items for other non-profits and through this venture will provide employment and training opportunities for people who are currently homeless. Finally, we will work with our permanent supportive housing providers and our vocational rehabilitation programs on strategies to promote both earned income and volunteer activities that will not impact the participants disability benefits. Our long-range goal is to develop a specific, funded, and dedicated employment program that is available to all participants

in homeless programs in the County. We believe that this is the only way to ensure that the hands-on assistance with job applications and job retention will be successful.

Help low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are likely to become homeless after being discharged from a publicly funded institution or system of care, or who are receiving assistance from public and private agencies that address housing, health, social services, employment, education or youth needs.

In 2013, two CoC grantees converted their Transitional Housing programs to Rapid Rehousing/Permanent Housing programs. We sustain the Central Intake and Homeless Hotline. We have an outstanding track record in assisting participants with accessing mainstream benefits through our SOAR process. Our partnership with the Tennessee Department of Mental Health is a key piece of this strategy, providing funding for a SOAR Coordinator who offers technical assistance and training. The coordinator reviews all applications prior to submission to the Social Security Administration. We will also continue to add to the number of SOAR-trained experts in our continuum. We will seek to improve access to Medicaid by creating a partnership with our hospital-based mainstream benefits experts.

In the last two years, 69 housing units that were operating as transitional housing were converted to permanent supportive housing for vulnerable homeless families with children (those with high scores on research based tools that are predictive of child maltreatment and future/recurring homelessness). This project conversion includes a partnership with the US Dept of Health and Human Services that will provide supportive services outside the continuum. CoC grants funds are used to operate these housing units.

The State Department of Children's Services has a policy on preventing discharge into foster care. We have read the policy and have observed that it is being utilized. Our monthly Emergency Housing Partnership meeting includes our partners in the Department of Children's Services. If issues arise where we identify that youth are exiting to homelessness, we have a designated liaison to whom we would bring our concerns. We have not experienced this problem so far.

Local hospitals have their own discharge policies and staff responsible for discharge planning. We are in regular contact with the social workers of the hospital systems with this responsibility, and their purpose is to avoid readmissions by improving patient stability as they exit care. This is frequently a challenge, but both our office and service provider agencies routinely assist staff at The Med, Baptist, Methodist, and St. Francis, with referrals and linkages whenever possible.

Under the 100,000 Homes Campaign, we have sought permission from each of our unsheltered and vulnerable homeless citizens to share information with medical care and mental health professionals to assist them with housing. As we are aware of these individuals entering a mental health facility, we can and do discuss discharge options with the staff at the facility. While we can't always convince the consumer to accept a housing placement, we have found improved communication greatly assists with establishing discharge housing and support services plans. We have a local expert who serves as the Housing Facilitator for the State mental health department and he is very effective at addressing any concerns that arise if discharge policies are not being adhered to.

The Memphis and Shelby County Homeless Consortium includes representation from the Shelby County Office of Corrections. The primary reentry program in the community, works to establish discharge plans from the time that individuals are first incarcerated to avoid exits to homelessness. There are several officially sanctioned halfway houses in the community including Harbor House, Karat Place, and WestCore to provide opportunities for those exiting jails and prison to re-establish themselves, seek employment and support services, and avoid homelessness.

NA-40 Homeless Needs Assessment – 91.205(c)

Introduction:

In 2011, the Mayors of the City of Memphis and Shelby County initiated the Action Plan to End Homelessness, a strategic effort to utilize evidence-based practices, realign existing resources, and generate new resources to reduce the number of people who experience homelessness in our community. The plan contains 18 strategies, 16 of which are in active implementation stages at this writing. Since 2012, we have begun to see the results of the plan, as overall homelessness has been reduced 27%. Chronic homelessness is down 69% and family homelessness has been reduced by 25%.

Point In Time Data: Point In Time data is our most reliable benchmark for determining progress in that it is the one time each year that the unsheltered population and programs that do not participate in HMIS are captured.

Memphis and Shelby County volunteers counted 1,525 people who met HUD's definition of literally homeless in January 2015. This is a decrease of 8.9% over the previous year.

In nearly every category, homelessness fell in 2015. There were fewer single individuals, fewer individuals sheltered, fewer unsheltered, and fewer people in families who were literally homeless on January 27th, 2015. Only the number of households with

children increased slightly (155 vs. 151, 4 more than in 2014.) There were no families found sleeping unsheltered since 2012.

Annualized Data: Our primary tool for measuring annualized homelessness data is through our Homeless Management Information System, administered by the Community Alliance for the Homeless. The Annual Homeless Assessment Report (AHAR) also shows a decrease in the most recent year, though not as dramatic as the Point In Time data.

Length of Stay: As part of the community's performance benchmarking process, programs are scored by a variety of factors that correspond with the HEARTH Act's emphasis on reducing the number of people who experience homelessness and the length of time they spend homelessness. The 2012 performance assessment was the first to score programs based on their length of stay. Average length of stay data is provided in the table below. We expect the length of stay to decrease in future years since it is now a performance and scoring rating factor that can impact program funding.

Homeless Needs Assessment

Population	Estimate the # of persons experiencing homelessness on a given night		Estimate the # experiencing homelessness each year	Estimate the # becoming homeless each year	Estimate the # exiting homelessness each year	Estimate the # of days persons experience homelessness
	Sheltered	Unsheltered				
Persons in Households with Adult(s) and Child(ren)	0	518	1,963	845	763	0
Persons in Households with Only Children	0	0	0	0	0	0
Persons in Households with Only Adults	78	929	4,640	3,199	3,633	0
Chronically Homeless Individuals	21	67	130	141	96	0

Population	Estimate the # of persons experiencing homelessness on a given night		Estimate the # experiencing homelessness each year	Estimate the # becoming homeless each year	Estimate the # exiting homelessness each year	Estimate the # of days persons experience homelessness
	Sheltered	Unsheltered				
Chronically Homeless Families	1	4	0	4	7	0
Veterans	5	221	181	170	190	0
Unaccompanied Child	4	119	64	49	53	0
Persons with HIV	5	7	76	67	25	0

Table 25 - Homeless Needs Assessment

Data Source Comments:

Indicate if the homeless population is: Has No Rural Homeless

If data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth):

Data is available for the category # of persons becoming and exiting homelessness each year which is indicated in the chart above. We do not yet have the ability to provide data across programs for the category # of days that persons experienced homelessness. We will seek assistance from HUD and our HMIS vendor to find an algorithm for extracting that information. This data is currently not available for any of the populations listed in the chart.

Nature and Extent of Homelessness (Optional)

Race:	Sheltered:	Unsheltered (optional)
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White	348	23
Black or African American	1,091	53
Asian	0	0
American Indian or Alaska Native	0	0
Pacific Islander	1	2
Ethnicity:	Sheltered:	Unsheltered (optional)
Hispanic	3	2
Not Hispanic	1,444	76

Data Source:

Comments:

Estimate the number and type of families in need of housing assistance for families with children and the families of veterans.

The estimate for the number of families with children in need of housing assistance is 360 households and the estimate for the number of families of veterans in need of housing assistance is 145 households.

Describe the Nature and Extent of Homelessness by Racial and Ethnic Group.

Homeless individuals and families are disproportionately African-American or Black (annually 94% of the homeless population vs. 63% citywide.) The percentage of homeless population made up of veterans is between 14.8%. Memphis has a very small number of Hispanic people who are homeless. Between 10/1/2013 – 09/30/2014 only 2% of the families in emergency shelters and only 1% of families and individuals in transitional housing reported their ethnicity to be Hispanic/Latino.

Describe the Nature and Extent of Unsheltered and Sheltered Homelessness.

Homelessness in Memphis is largely driven by the extremely low incomes of adults, combined with disconnectedness to appropriate systems of support (e.g. ranging from family and friend support to professional supports that promote physical and behavioral health.) On a per capita basis, the rate of homelessness in Memphis is low compared to other cities of our size. We attribute this to the relatively low cost of housing and willingness in the community to double up or provide temporary residence to those who fall on hard times. While homelessness exists throughout Shelby County, it is most often visible in the Downtown and midtown areas of the City with pockets of encampments in at least four other parts of the County. We do not have a rural homeless population due to our jurisdiction being only urban and suburban.

Discussion:

As we have adopted the Action Plan to End Homelessness, we have a greater understanding of matching evidence-based interventions with the population we serve. We are promoting rapid rehousing and permanent housing strategies in order to reduce the length of time people experience homelessness and to reduce the number of people who are homeless. We have adopted assessment tools that help us better target our interventions and provide us with more accurate data on unmet needs. We have developed a coordinated entry system whereby all CoC funded housing is assigned to the most vulnerable people first.

NA-45 Non-Homeless Special Needs Assessment – 91.205 (b,d)**HOPWA**

Current HOPWA formula use:	
Cumulative cases of AIDS reported	6,748
Area incidence of AIDS	256
Number of new cases prior year (3 years of data)	871
Rate per population	19
Rate per population (3 years of data)	22
Current HIV surveillance data:	
Number of Persons living with HIC (PLWH)	7,570
Area Prevalence (PLWH per population)	564
Number of new HIV cases reported last year	0

Table 26 – HOPWA Data**Data****Source:** CDC HIV Surveillance**HIV Housing Need (HOPWA Grantees Only)**

Type of HOPWA Assistance	Estimates of Unmet Need
Tenant based rental assistance	200
Short-term Rent, Mortgage, and Utility	190
Facility Based Housing (Permanent, short-term or transitional)	22

Table 27 – HIV Housing Need**Data****Source:** HOPWA CAPER and HOPWA Beneficiary Verification Worksheet**Describe the characteristics of special needs populations in your community:**

The characteristics of the special needs populations in Memphis include: physically and developmentally disabled; mentally ill; elderly and frail elderly; substance abusers and ex-offenders; very-low income, unemployed and/or low skilled; and victims of domestic violence, abused children and their families

What are the housing and supportive service needs of these populations and how are these needs determined?

- Facility-based housing for persons with AIDS/HIV and their families Transitional housing
- Tenant-based rental assistance Permanent housing and placement Job-training and employment skills In-home services for seniors

- Counseling and case management services Accessibility modifications for disabled and senior homeowners.

The needs are determined by the client in-take procedures used by service providers who request CDBG, ESG, HOME or HOPWA funding via Memphis' competitive grant award process. On-going meetings and consultations with service providers are also means by which needs are determined by service providers.

Discuss the size and characteristics of the population with HIV/AIDS and their families within the Eligible Metropolitan Statistical Area:

The Memphis TGA accounts for the largest number of persons living with HIV/AIDS among the TGAs in Tennessee, and approximately 86% of all PLWHA in the Memphis TGA reside in Shelby County. DeSoto County in Mississippi accounts for the second largest PLWHA population (5.5%) followed by Crittenden County in Arkansas (3.4%).

Of the 7,279 individuals estimated to be currently living with HIV disease at the end of 2014, 49% (n=3,576) of these individuals were classified as AIDS. The overall percentage of persons living with HIV infection stage 3 (AIDS) has gradually increased from 46% (n=2,983) in 2011 to 49% (n=3,576) in 2014. This is due to the effective care, treatment, and lower number of deaths among the PLWHA than new HIV cases each year. The overall percentages of people living with HIV not AIDS is steadily decreased from 54% (n=3,459) in 2011 to 51% (n=3,721) in 2014. This decrease is partly due to overall decreasing of HIV incidence in Memphis TGA 429 new cases in 2011 to 324 new cases in 2014.

Almost 68% of people living with HIV or AIDS in the Memphis TGA are male. The majority is Non-Hispanic Black (82%), followed by Non-Hispanic White (13%) and 3% Hispanic/Latino. Almost 47% of persons living with HIV or AIDS are within the child-bearing range of 13 to 44 years of age. (Source: 2015 Comprehensive Needs Assessment completed by the Memphis Transitional Grant Area (TGA).)

NA-50 Non-Housing Community Development Needs – 91.215 (f)

Describe the jurisdiction's need for Public Facilities:

This section identifies and assesses the non-housing community development needs in Memphis and Shelby County Tennessee. The process by which these needs were identified included a triangulation of several research methodologies (focus groups, one-on-one interviews, archival research, and surveys); which involved an analysis of local economic conditions, with attention placed on the interest of the primary target groups (low-moderate income residents and communities). Representatives from community-based organizations (CBOs), government, planning agencies and other stakeholders weighed-in on local trends and needs.

Modes of outreach consisted on focus groups, interviews and surveys. The targeted outreach was to the broader community, service providers, real estate developers, and governmental staff from the local jurisdiction.

Quality publicly owned amenities in a community offer the support for private ventures and strong neighborhoods. Public and private investment each play an significant part in revitalizing and stabilizing neighborhoods. Public facility improvements send a message to neighborhoods that the City supports an area by reinvesting and creates confidence for private investment. Neighborhood livability and creating and maintaining quality neighborhoods are goals of the city of Memphis. The City of Memphis provides numerous public facilities for its residents. including community centers, libraries, parks, tennis courts, etc.

There is a need for facilities that serve special needs populations and locations to where the populations are located. Priority public facility needs in Memphis are ADA compliant centers for people with disabilities, as well as centers for youth ad seniors within neighborhoods.

How were these needs determined?

The process by which these needs were identified included a triangulation of several research methodologies (focus groups, one-on-one interviews, archival research, and surveys); which involved an analysis of local economic conditions, with attention placed on the interest of the primary target groups (low-moderate income residents and communities). Representatives from community-based organizations (CBOs), government, planning agencies and other stakeholders weighed-in on local trends and needs.

Needs were determined based on a number of methods including public participation through surveys (City of Memphis, Division of Housing and Community Development (HCD), Planning Department, survey), focus groups held by the HCD Planning Department, interviews, and meetings with neighborhood and business associations. The City's Capital Improvement Program (CIP) identifies needs for public infrastructure. Targeted Mayoral task forces and other local division of government, including EDGE,

WIN, and Livable Memphis also included public participation components resulting in identifying needs and priorities.

Describe the jurisdiction's need for Public Improvements:

Public involvement results continually point to the need for infrastructure improvements in the low-moderate income areas of the city. Sidewalks and ADA compliant roadways and curbs, and crime prevention through environment design (CPTED) in particular are frequently in the top tier of needs identified by the constituency (not only for the community at-large; but more specifically vulnerable populations such as the elderly). This includes streetscape, improved roads that would improve the safety for its citizens. However, a shrinking city budget does not allow for all of the needs to be met. Nevertheless, both the city of Memphis and Shelby County are working collaboratively to address many of these. Hallmark to this partnership is one initiative among many.

The City and County have adopted the Mid-South Regional Green Print and Sustainability Plan; a 25-year plan designed to enhance regional sustainability by establishing a unified vision for a region-wide network of green space areas, which serves to address long-term housing and land use, resource conservation, environmental protection, accessibility, community health and wellness, transportation alternatives, economic development, neighborhood engagement, and social equity in the Greater Memphis Area.

How were these needs determined?

Needs were determined through organizations such as Livable Memphis, Memphis Center for Independent Living, Memphis Regional Design Center, Office of Planning and Development, Office of Sustainability and the Mid-South Complete Streets Coalition.

Describe the jurisdiction's need for Public Services:

Public services serve critical needs of Memphis' low and moderate income people. Because of the high poverty rate in the city, the need for public services is great. This includes health providers, homelessness, child care, transportations, family literacy, job/employment training, and education services. Memphis has a significant number of public service agencies serving the needs of low and moderate income people. Yet significant needs have been identified in the area of youth-centered services - to do the high levels of youth homelessness and aging out of foster care, etc.; employment programs/services for ex-felons and occupational youth (18-24); mental health care; and alternative transportation options. Service populations are youth, ex-offenders, mentally-ill person, and families with children.

How were these needs determined?

Needs were identified through the public involvement process in conjunction with consideration of City priorities. Local service providers and research completed by

government agencies, universities and service providers was taken into consideration. Community stakeholders also participated in needs assessment survey.

MA-30 Homeless Facilities and Services – 91.210(c)

Introduction

Subpopulation data includes estimates based on the fact that a percentage of programs do not provide subpopulation data and data is extrapolated in these instances. In addition to the categories in the chart above:

- 11% are reported as domestic violence victims
- 45% indicated some form of disability
- 38% reported substance abuse
- 14% indicated mental illness; and
- 2% reported HIV/AIDS

These statistics are not considered highly reliable given that they are typically driven by the services offered at a particular program. For example, programs in Memphis typically offer recovery services but do not focus on mental illness. Therefore, rates of mental illness are typically under-reported and substance abuse is often over-reported as people seek to qualify for available housing units.

The Subpopulation data will continue to be refined as we prepare for submission of data to HUD this spring. We are manually entering data from some providers that do not participate in HMIS, therefore, the count data is not finalized until all data entry is completed, which we expect in April.

The PIT data indicates a significant reduction in the number of homeless Veterans, (411 in 2012 and 226 in 2015). The heavy investment in resources for homeless veterans as part of the national and local plans to end veteran homelessness appears to be paying

off.

Facilities Targeted to Homeless Persons

	Emergency Shelter Beds		Transitional Housing Beds	Permanent Supportive Housing Beds	
	Year Round Beds (Current & New)	Voucher / Seasonal / Overflow Beds	Current & New	Current & New	Under Development
Households with Adult(s) and Child(ren)	181	0	433	462	0
Unaccompanied Youth	8	0	0	0	0
Households with Only Adults	383	200	746	668	0
Veterans	0	0	145	349	0
Chronically Homeless Households	0	0	0	524	25

Table 40 - Facilities Targeted to Homeless Persons

Data Source

Comments:

Describe mainstream services, such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons

Mainstream Services for homeless persons: The following supportive services are available to most homeless families:

- Health care
- TANF, Food Stamps, and child care
- Dental and vision on a limited basis
- Mental health services on a limited basis
- Substance abuse treatment and counseling
- Employment services on a limited basis
- Legal services
- Domestic violence services
- Limited outreach and engagement

- The following services are still needed:
- Additional employment services
- Additional mental health services and medication assistance
- Additional dental and vision services
- Disability benefit application assistance
- Outreach and engagement
- Additional health services, particularly specialty care and respite care for those who have had surgery

List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. If the services and facilities are listed on screen SP-40 Institutional Delivery Structure or screen MA-35 Special Needs Facilities and Services, describe how these facilities and services specifically address the needs of these populations.

Each year, among the 77 programs that serve homeless individuals and families in Shelby County, there are various changes. Programs open or close, change service approach or population, and reduce or expand capacity. The following information describes the changes reported in the 2015 Housing Inventory Count (HIC), broken out by service categories, as well as progress on the Mayors' Action Plan to End Homelessness capacity targets.

Emergency Shelter

There are 500 year-round emergency shelter beds reported operating during the 2015 count. The majority of the beds, 318 are designated for households without children, 174 for households with at least 1 child, and 8 beds for households with

only children. In addition, there are 32 seasonal and 200 overflow beds. In most cases, the units are fee-based, where the individuals are responsible for paying between \$6 and \$20/day. The Mayors' Action Plan called for 38 additional units of family shelter and between 20 and 60 additional units for single women. In both cases, free shelter for at least 20 days was recommended.

Transitional Housing

There was a slight decrease in transitional housing units in 2015. The Mayors' Action Plan calls for a reduction of 50% in the number of transitional housing units over 5 years based on research questioning the effectiveness of this approach. Specific to publicly funded transitional housing programs, there is one program that will close this year. Funding will be reallocated to a new rapid rehousing program for individuals and families, if federal funding is awarded. The community has adopted a performance-based approach to renewing or reallocating funds. Nonetheless, programs that operate without public funding, typically faith-based recovery programs have continued to open or expand, adding over 100 TH units in the past two years.

Permanent Housing

Research and practice has demonstrated that Rapid Rehousing and Permanent Supportive Housing are critical strategies in ending homelessness – an approach emphasized in the Mayors' Action Plan to End Homelessness. We have made significant progress in expanding capacity in these programs and even more progress is in the pipeline for FY16. A total of 1,383 permanent housing beds were reported in 2015, an increase of 495 beds from 2014. This includes 577 units designated for chronically homeless individuals or families and 535 beds for veterans. The Mayors' Action Plan called for an increase of 391 PSH units for individuals and 101 units for homeless families with children over 5 years.

Adoption of Housing First principles, an Intensive Community Treatment team, and use of the vulnerability prioritization process are having a significant impact. Last year's CoC bonus project, (North Memphis CDC) combined with County-funded wraparound services, is taking many of the most vulnerable individuals off the street.

MA-35 Special Needs Facilities and Services

Introduction

HOPWA Assistance Baseline Table

Type of HOWA Assistance	Number of Units Designated or Available for People with HIV/AIDS and their families
TBRA	65
PH in facilities	31
STRMU	216
ST or TH facilities	46
PH placement	1

Table 41 – HOPWA Assistance Baseline

Data Source: HOPWA CAPER and HOPWA Beneficiary Verification Worksheet

Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs

A description of the supportive housing and service needs and the availability of those needs for each of the sub-populations follow.

- Elderly/frail elderly need both assisted and independent living housing. Both housing types are licensed by the State of Tennessee as either "assisted care living facilities" or "homes for the aged". In Memphis, there are 14 assisted care living facilities that have 988 beds. Almost all of the assisted care living facilities serve a population whose incomes exceed 80% of adjusted median income (AMI). The homes for the aged total 16 facilities having 182 beds. These facilities are generally small and serve a population whose incomes range less than 50% AMI. A significant gap is noted in the availability of assisted care living facilities that serve a low/moderate income population.
- Persons with disabilities: Persons with mental illnesses are usually dully diagnosed being homeless and abusers of substance/alcohol. While there look to be about 20 or so transitional and emergency shelter facilities available to this sub-population, the large number of persons in this group reflect a gap where the number of facilities need to double. Persons with physical and developmental disabilities are provided housing and supportive services through a host of county, state and non-profit agencies. Residential and housing services are supported both through Memphis' allocation of entitlement grant funding to MIFA, Meritan, Shield,

and Case Management, Inc. Few gaps are noted, however, the demand for housing and services exceed the supply.

- Persons with alcohol or other substance abuse problems receive private and public non-profit housing and supportive services via an array of agencies. For those low/moderate income members of the sub-population, the City of Memphis allocates entitlement grant funding to CAAP.
- Public housing residents: Current residents need employment opportunities although the Memphis Housing Authority has programs that provide a resident employment and training center, case management, and a Family Self-Sufficiency Program.

•
Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing

The City of Memphis provides funding to Case Management Inc. to help coordinate the releases of mentally ill patients from Shelby County and City jails. In addition, the Community Alliance for the Homeless facilitates the role of Homeless Referral Center (a program administered by the MIFA) in helping to connect persons returning from health institutions with supportive services and housing. The program was established to provide a single source of up-to-date and readily available information on permanent supportive housing resources.

Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. 91.315(e)

The City of Memphis will undertake the following activities to address the supportive services needs with respect to persons who are not homeless but have special needs:

1. The Food for Kids Backpack program, which provides food insecure children with nutritious and easy to prepare food when other resources such as when free school breakfast and lunch, are not available. Every Friday the Food for Kids Backpack program provided children with six complete meals to enjoy over the two-day weekend.
2. The Strengthening Families for the Future program, which serves women infected with HIV/AIDS and their children who are impacted by the disease. The program focuses on three (3) particular services, including Financial Peace University, Support Groups and Individual Counseling sessions and the Violence Prevention Parent Training Program.

3. The CASA (Court Appointed Special Advocates)'s Volunteer Advocate Training Program trains community volunteers who investigate child dependency and neglect cases with petitions before the Juvenile Court.
4. A homemaker program which addresses the inappropriate institutionalization of many low to moderate income elderly and disabled adults who reside alone and have very little family support. Services include: general cleaning; meal planning and preparation; errand running; escort services to and from medical appointments; laundry services; and some companionship.
5. A psychiatric rehabilitation program that serves mentally ill adults that are 18 years of age and older. The program assists people with mental health disorders by helping them to obtain the skills that are needed to become self-sufficient by providing a program of basic living skills training, education/ recreational activities, job training, job placement, support groups and interpersonal skill training.
6. The Wellness University provides a comprehensive program that also provides extensive educational and training sessions to increase the self-sufficiency of persons living with HIV/AIDS as well as education, and adherence to medical treatment.
7. The YWCA of Greater Memphis's Immigrant Victim's Access to Justice Program offers bilingual legal advocacy services to immigrants with low English proficiency living, who are victims of domestic violence and live in Memphis. The program serves to empower immigrant women to seek safe, independent and healthy lives for themselves and their children. The services include providing access to service in the criminal justice system, crisis counseling, legal advocacy, safety planning, access to emergency shelter, community education, active referrals to relevant social services and support groups.
8. Meritan, Inc. offers employment and job training opportunities to low-income seniors around the age of 55 and older through its "Title V/Senior Community Services Employment Program (SCSEP)". The program serves as a bridge to unsubsidized employment opportunities for participants by way of their community service experience.

For entitlement/consortia grantees: Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. (91.220(2))

Memphis plans to meet the supportive housing and service needs of the population by:

1. funding requests from service providers that propose to develop new permanent supportive housing
2. funding requests from service providers that propose to provide supportive services
3. use HOME and HOPWA funds to provide tenant-based rental assistance to income eligible persons within the Special Needs sub-populations to receive
4. allocate funding from service providers for public facilities that will assist income eligible Special Needs sub-populations

The low incomes of Memphis special needs populations, when considered along with fair market rents support the decision to use HOME funds to provide tenant-based rental assistance.

SP-35 Anticipated Resources - 91.215(a)(4), 91.220(c)(1,2)**Introduction**

The following federal entitlement resources will be available during fiscal year 2017 (program year 2016), which begins on July 1, 2016 and ends on June 30, 2017. The Consolidated Plan describes projects and activities that are ongoing and may be funded with prior year funds. The projects on the listing of proposed projects table are only those that HCD plans to spend FY2017 Federal entitlement funds received from HUD and CDBG and HOME Program Income.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of Con-Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	6,098,932	1,200,000	0	7,298,932	0	
HOME	public - federal	Acquisition; Homebuyer assistance; Homeowner rehab; Multifamily rental new construction; Multifamily rental rehab; New construction for ownership; TBRA	2,520,902	100,000	0	2,620,902	0	
HOPWA	public - federal	Permanent housing in facilities Permanent housing	3,511,669	0	0	3,511,669	0	

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of Con-Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
		placement Short term or transitional housing facilities STRMU Supportive services TBRA						
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	561,939	0	0	561,939	0	

Table 52 - Anticipated Resources

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Other resources expected to be available for housing and community development activities include foundations and other private sources, State resources, and other non-entitlement Federal sources. In FY 2017, the City of Memphis will provide General Funds and Capital Improvement Funds that will be used to develop infrastructure, housing, social and economic initiatives. Other sources of revenue may include low-income housing and historic tax credits, New Markets Tax Credits, private-sector equity investments that will finance redevelopment efforts in conjunction with HOPE VI and other development projects.

During FY 2017, HCD will continue to leverage its federal entitlement dollars through its partnerships with other government agencies, mortgage companies, lenders, and private investors in the implementation of housing and other development projects that will generate additional funds.

HUD requires a match for HOME and ESG funds. The City will require Community Housing Development Organizations (CHDOs) and agencies that receive Emergency Shelter Grant funds to provide their own match with eligible non-federal sources. The competitive grant applications process that HCD uses for entitlement funds, such as CDBG (local community and public services grants), ESG and HOPWA, require commitments from other funding sources.

The City has several economic development programs that use Federal entitlement funds and city funds to leverage additional funds from other sources. The Renaissance Business Center provides business assistance to small, minority, and women businesses. The Center houses multiple services, programs, and agencies to address this goal. The Center also has staff designated to work in target areas to provide information about incentives to existing businesses, work to attract new businesses, and develop a plan for economic opportunities. The Memphis Business Opportunity Fund is a joint venture between the City, banks, home loan banks, and Southeast Community Capital that makes loans up to \$500,000.00 to small businesses. The Contractor's Assistance Program is designed to assist small, minority, and women contract firms by providing assistance with technical assistance, bonding, insurance, and capital.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan.

There are a number of public agencies in Memphis that have or manage publically owned land. These include the Shelby County Land Bank (which oversees properties that have been taken for nonpayment of property taxes) Shelby County government, Memphis City government, Memphis Housing Authority, and HCD. Whether particular properties are pursued is dependent on a particular project's needs. In many cases, nonprofits can access property at reduced cost for activities that support their goals and they make requests for properties directly. As part of major revitalization initiatives, including HOPE VI and Choice Neighborhoods, HCD and MHA in partnership with their development partners evaluates whether there are publicly owned properties that may be available to use as part of the revitalization efforts. In late 2015, a new nonprofit, Blight Authority of Memphis, was established as a property land bank for the city of Memphis. The organization plans to purchase, demolish and clean up blighted properties across the city.

APPENDIX B
HOMELESS PARTICIPANT ELIGIBILITY GUIDELINES



Homeless Definition

CRITERIA FOR DEFINING HOMELESS			
Category 1	Literally Homeless	(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or (iii) Is exiting an institution where (s)he has resided for 90 days or less <u>and</u> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution	
Category 2	Imminent Risk of Homelessness	(2) Individual or family who will imminently lose their primary nighttime residence, provided that: (i) Residence will be lost within 14 days of the date of application for homelessness assistance; (ii) No subsequent residence has been identified; <u>and</u> (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing	
Category 3	Homeless under other Federal statutes	(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who: (i) Are defined as homeless under the other listed federal statutes; (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homelessness assistance application; (iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <u>and</u> (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers	
Category 4	Fleeing/ Attempting to Flee DV	(4) Any individual or family who: (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; <u>and</u> (iii) Lacks the resources or support networks to obtain other permanent housing	



Homeless Definition

CRITERIA FOR DEFINING HOMELESS			
Category 1	Literally Homeless	(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregative shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or (iii) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution	
Category 2	Imminent Risk of Homelessness	(2) Individual or family who will imminently lose their primary nighttime residence, provided that: (i) Residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; and (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing	
Category 3	Homeless under other Federal statutes	(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who: (i) Are defined as homeless under the other listed federal statutes; (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; (iii) Have experienced persistent instability as measured by two moves or more during the preceding 60 days; and (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers	
Category 4	Fleeing/ Attempting to Flee DV	(4) Any individual or family who: (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; and (iii) Lacks the resources or support networks to obtain other permanent housing	

APPENDIX C

FY 2018 PROJECT REVIEW SHEET FOR HOME TBRA REQUESTS

Applicant: _____

Total Amount Requested: _____ **Units Proposed:** _____

1. Project Summary: 0 - 5 points **Score** _____

Application includes a brief overview of the project, which includes the name of the applicant, population to be served, description of supportive services and number of household to be served by the TBRA program.

Notes:

2. Population to be Served: 0 -25 points **Score** _____

Application identifies the population to be served by the proposed TBRA project, including:

- (a) Their characteristics (income level, homeless, special needs, etc.) and needs for housing and supportive services.
- (b) Where they will come from (streets, emergency shelters, or transitional housing for homeless persons who came from street/shelters, recovery programs, referrals from agencies serving special needs populations).
- (c) The outreach proposed to bring them into the project.

The description reflects that the applicant has a clear understanding of the characteristics and needs of the population; description of where clients will come from clearly reflects that clients meet HUD's definition of low-income, homeless and the appropriate special needs definition; the outreach or referral plan is adequate and appropriate and reflects coordination of services and housing with other providers as appropriate to reduce or eliminate duplication of services.

Notes:

3. Housing Where Participants Will Reside: 0 - 10 points **Score** _____

Demonstrate each of the following:

- (a) The assistance the applicant will provide clients in finding appropriate housing.
- (b) The **COMMUNITY AMENITIES** (e.g. medical facilities, grocery store, recreation facilities, schools, etc.) the applicant will urge clients to access these amenities when identifying housing.
- (c) Assistance the applicant will provide to ensure the housing will be **ACCESSIBLE** to persons with disabilities in accordance with applicable laws.

Assistance plan, type and scale of the housing, community amenities, accessibility, and rationale for development of a project are appropriate to the population.

Notes:

4. Supportive Services the Participants Will Receive: 0 - 20 points **Score** _____

Application describes the following services the project participants will receive:

- (a) How the **TYPE** (e.g., case management, mental health treatment, alcohol and/or drug treatment or recovery services, job training, etc.) **and SCALE** (e.g., the frequency and duration) of the supportive services will fit the needs of the participants.
- (b) **WHERE** the supportive services will be provided **and** what **TRANSPORTATION** will be available to the participants to ensure their access to those services.
- (c) The details of the applicant's plan to ensure that all homeless clients will be individually assisted to identify, apply for and obtain benefits under each of the following mainstream health and social services programs for which they are eligible: TANF, Medicaid, SCHIP, SSI, Food Stamps, Workforce Investment Act and Veterans Health Care Programs.

Type, scale and site(s) for delivery of supportive services are appropriate; transportation is available and accessible; applicant's plan to ensure that clients access mainstream social service programs is clear, thorough and appropriate to the population to be served.

Notes:

5. Self-Sufficiency: 0 - 10 points

Score _____

Application describes how participants will be assisted **both** to increase their INCOMES and to maximize their ability to LIVE INDEPENDENTLY.

The application clearly describes the steps that the applicant / sponsor will take to assist participants to increase their incomes and to maximize their ability to live independently.

Notes:

6. Experience / Capacity of Applicant: 0 -25 points

Score _____

Application describes the experience/capacity of applicant requesting the TBRA funds (preferably no more than three typed pages), including:

1. The specific type and length of experience of the applicant directly related to their role in carrying out the TBRA assistance program and experience working with the target population.

The capacity and/or experience described clearly indicates that the applicant has the organizational infrastructure, financial capacity and appropriate credentials to effectively develop, implement and manage the project and/or provide supportive services. **Note:** Credentials may be professional, academic, or the equivalent as appropriate to the activities to be performed and population to be served.

Notes:

7. Implementation Schedule: 0 – 5 points

Score _____

Application describes the steps in the implementation process and provides a schedule for each step.

The schedule includes all necessary steps to implement the project and provides a realistic schedule for completion of all steps.

Notes:
